



# COUNTY OF LOS ANGELES

## FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE  
LOS ANGELES, CALIFORNIA 90063-3294  
(323) 881-2401

P. MICHAEL FREEMAN  
FIRE CHIEF  
FORESTER & FIRE WARDEN

April 18, 2006

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California

Dear Supervisors:

**PACOIMA GENERAL REFURBISHMENT PROJECT  
APPROVE APPROPRIATION ADJUSTMENT  
APPROVE PLANS AND SPECIFICATIONS AND ADVERTISE FOR BIDS  
SPECS. F0003; C.P. 88918  
(THIRD DISTRICT) (3-VOTES)**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICE THAT  
YOUR BOARD, ACTING AS THE GOVERNING BODY OF THE CONSOLIDATED  
FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY:**

1. Find that this project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Sections 15301 (a,d), 15302 (c), and 15303 (c,d,e) of the State CEQA Guidelines.
2. Approve the attached appropriation adjustment (Enclosure A) to transfer \$409,000 from the Fire District Accumulated Capital Outlay Fund – Services and Supplies to the Pacoima General Refurbishment Project (CP No. 88918).
3. Approve the total project budget for the Pacoima General Refurbishment Project (CP No. 88918) in the amount of \$2,033,369, to be funded by the Consolidated Fire Protection District Accumulated Capital Outlay Fund.

**SERVING THE UNINCORPORATED AREAS OF LOS ANGELES COUNTY AND THE CITIES OF:**

AGOURA HILLS  
ARTESIA  
AZUSA  
BALDWIN PARK  
BELL  
BELL GARDENS  
BELLFLOWER  
BRADBURY

CALABASAS  
CARSON  
CERRITOS  
CLAREMONT  
COMMERCE  
COVINA  
CUAHY

DIAMOND BAR  
DUARTE  
EL MONTE  
GARDENA  
GLENORA  
HAWAIIAN GARDENS  
HAWTHORNE

HIDDEN HILLS  
HUNTINGTON PARK  
INDUSTRY  
INGLEWOOD  
IRWINDALE  
LA CANADA FLINTRIDGE  
LA HABRA

LA MIRADA  
LA PUENTE  
LAKEWOOD  
LANCASTER  
LAWDALE  
LOMITA  
LYNWOOD

MALIBU  
MAYWOOD  
NORWALK  
PALMDALE  
PALOS VERDES ESTATES  
PARAMOUNT  
PICO RIVERA

POMONA  
RANCHO PALOS VERDES  
ROLLING HILLS  
ROLLING HILLS ESTATES  
ROSEMEAD  
SAN DIMAS  
SANTA CLARITA

SIGNAL HILL  
SOUTH EL MONTE  
SOUTH GATE  
TEMPLE CITY  
WALNUT  
WEST HOLLYWOOD  
WESTLAKE VILLAGE  
WHITTIER

4. Approve the plans and specifications at an estimated construction contract cost of \$1,240,415, and instruct the Executive Officer-Clerk of the Board of Supervisors to advertise a call for bids for construction of the Pacoima General Refurbishment Project, located at 12605 Osborne Street, Pacoima.
5. Authorize the Fire Chief of the Consolidated Fire Protection District (the Fire District) to revise and execute necessary and appropriate changes to the plans and specifications as required prior to the closing time for bids provided such amendment does not increase the estimated cost of construction.
6. Authorize the Fire Chief to extend the bid period by up to a maximum of three weeks by publishing an amendment to the Notice Inviting Bids.
7. Authorize the Fire Chief to receive bids at 900 S. Fremont Avenue, Alhambra, CA 91803, on the date and time prescribed on the Notice Inviting Bids (Enclosure B), on behalf of the Board of Supervisors.
8. Authorize the Fire Chief to execute a consultant services agreement with the apparent lowest responsible and responsive bidder to prepare a baseline construction schedule that conforms to the applicable contract and bid specifications for a not-to-exceed fee of \$5,000 funded by existing project funds and establish the effective date following Board approval.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

Approval of the above recommendations will allow the Fire District to advertise for construction bids for the Pacoima General Refurbishment Project in the City of Pacoima, with a projected completion date of December 31, 2006.

The Pacoima Complex is a 22-acre multi-use campus which has been occupied by the Fire District since 1933. Over the years, the Complex has expanded and is currently home to the Fire District's Materials Management Division, Forestry Division, Fleet Services Division, Air and Wildland Division Headquarters, Heavy Equipment Section, Crafts Section, Technical Operations Section, and Air Operations Section. These operations and associated assets lack sufficient protection as the Complex does not have a security gate at its entrance. The Complex's septic system, which is comprised of 21 leech fields, has exceeded its life-cycle and is now near saturation. The restroom in the Materials Management Warehouse is 35 years old and does not comply with Title 8 and ADA requirements.

The proposed Pacoima General Refurbishment Project will construct a security gate and fence with a guardhouse at the entrance to the Pacoima Complex to protect equipment, vehicles, and helicopters from theft and vandalism; renovate the Materials Management Warehouse restroom for Title 8 and ADA compliance; and install a storm and sewer line

connecting to the City of Los Angeles sewer system in replacement of the saturated leech fields.

### **Implementation of Strategic Plan Goals**

The proposed project is consistent with the County's Strategic Plan Goals of Fiscal Responsibility, Service Excellence, and Health and Mental Health in that it invests in public safety infrastructure, provides facilities for the Fire District's diverse workforce, and replaces an outdated waste management system with a more sanitary and environmentally sound system.

### **FISCAL IMPACT:**

The estimated construction cost for this project is \$1,364,456 and includes an estimated base contract of \$1,240,415 and a ten percent change order fund of \$124,041. The attached appropriation adjustment will reallocate \$409,000 from the Fire District Accumulated Capital Outlay Fund – Services and Supplies to the Pacoima General Refurbishment Project (CP No. 88918). Upon approval of the attached appropriation adjustment, sufficient funding will be available in the Fire District's FY 2005-06 Capital Projects Budget to fund construction and related costs of the proposed project. The total project cost estimate for the Pacoima General Refurbishment Project is \$2,033,369. The Project Schedule and Budget Summary are detailed in Enclosure C.

The proposed project is funded entirely by the Fire District Accumulated Capital Outlay Fund.

### **Operating Budget Impact**

Upon completion of the Pacoima General Refurbishment Project, there will be no impact to the operating budget because it renovates existing infrastructure.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The plans and specifications will be on file at the Department of Public Works, 900 S. Fremont Avenue, Alhambra, CA 91803, where interested persons may examine them. Should copies be desired, they may be obtained from the above address.

A standard contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the

contract, if it is found that the contractor offered or gave improper consideration to County employees.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, bidders will be required to attest their willingness to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees and shall require each subcontractor to notify its employees about Board Policy 5.135, the Safely Surrendered Baby Law, and that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

Bidders will also be required to show full compliance with Los Angeles Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

To ensure that the contract is awarded to a responsible contractor with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, their civil litigations history, and information regarding prior criminal convictions. The information reported will be considered before making a recommendation to award.

#### **ENVIRONMENTAL DOCUMENTATION:**

The proposed restroom remodel is categorically exempt from the provisions of CEQA pursuant to Section 15301 (a,d) of the State CEQA Guidelines. The proposed sewer line installation is categorically exempt from the provisions of CEQA pursuant to Section 15302 (c) of the State CEQA Guidelines. The proposed security gate and fence is categorically exempt from the provisions of CEQA pursuant to Section 15303 (c,d,e) of the State CEQA Guidelines. In accordance with the County Environmental Document Reporting Procedures and Guidelines that your Board approved on November 17, 1987, the proposed project qualifies within Class 1,2, and 3 for categorical exemption from CEQA.

#### **CONTRACTING PROCESS:**

Hill Partnership and William Loyd Jones, Architect were selected on a rotation basis from the Fire District's Board-approved as-needed architectural vendor list to provide design/engineering services for this project.

Advertising for construction bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B). Following receipt of bids, the Fire

District will return to your Board to request award of a construction contract award, tentatively scheduled for June 13, 2006.

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the "Doing Business with the County" website.

The District has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to this construction contract, as this contract is for non-Proposition A services.

Participation by Communities Business Enterprises (CBE) in the project will be encouraged through the CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

**IMPACT ON CURRENT SERVICES:**

There will be no negative impact on current County services or projects during or after construction. Operations at the Pacoima Complex will continue uninterrupted during construction.

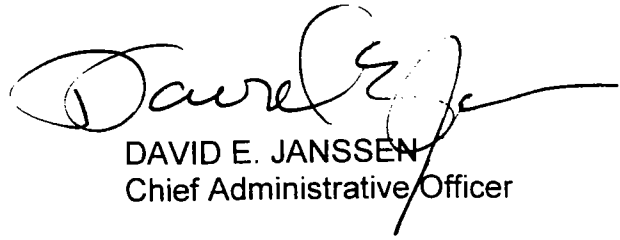
**CONCLUSION**

Please return one adopted copy of this letter to the Chief Administrative Officer (Capital Project Division), and one adopted copy to the Fire District.

Respectfully submitted,



P. MICHAEL FREEMAN  
Fire Chief



DAVID E. JANSSEN  
Chief Administrative Officer

PMF:er

Enclosures A-C

c: Executive Officer  
County Counsel  
Department of Public Services  
Office of Affirmative Action

COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S. 390-11  
No.

DEPARTMENT OF FIRE

March 30, ~~2005~~ 2006

## AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

## ADJUSTMENT REQUESTED AND REASONS THEREFOR

3-VOTE

Fiscal Year 2005-06

## SOURCES:

Fire Department  
Capital Project ACO Fund  
Services and Supplies  
J13-FR-50099-2000  
\$ 409,000

## USES:

Fire Department  
Capital Project ACO Fund  
Pacoima General Refurbishment  
Building & Improvements  
J13-CP-88918-6014  
\$ 409,000

This Appropriation Adjustment is necessary to transfer \$409,000 from Services and Supplies to complete the Pacoima General Refurbishment Project.



THERESA BARRERA, ASSISTANT CHIEF, FMD

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF  
ADMINISTRATIVE OFFICER FOR—

ACTION

RECOMMENDATION

AUDITOR-CONTROLLER

BY

No. 305

APRIL 3 2006

APPROVED AS REQUESTED

AS REVISED

April 6, 2006

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

19

BY

DEPUTY COUNTY CLERK

April 18, 2006

## ENCLOSURE B

**PACOIMA GENERAL REFURBISHMENT PROJECT  
APPROVE APPROPRIATION ADJUSTMENT  
APPROVE PLANS AND SPECIFICATIONS AND ADVERTISE FOR BIDS  
SPECS. F0003; C.P. 88918**

**PUBLISHING LEGAL ADVERTISEMENTS:** In accordance with the State of California Public Contract Code, Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE  
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishing all materials, labor, and equipment required to complete construction for the following work:

<u>SD</u>	<u>SPECS</u>	<u>PROJECT</u>	<u>BID DOC FEE</u>	<u>DATE OF BID OPENING</u>
3	F0003	Pacoima General General Refurbishment	\$75	May 25, 2006

Copies of the project manual and drawings may be obtained at the Cashier's Office, Department of Public Works, 1st Floor, 900 South Fremont Avenue, Alhambra, California 91803, for the fee stated above. For bid information, please call (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office no later than 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11:00 a.m. on this date in the Architectural and Engineering Conference Room, 8th Floor, 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess an A and a B license classification at the time of bid. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

### **PRE-BID CONFERENCE**

The Department of Public Works will hold a pre-bid conference at 11:00 a.m. on May 4, 2006, at the project site located at 12605 Osborne Street, Pacoima, California, 91331-2129, to provide information on the project, bidding process, and answer any questions that the



potential bidders may have. For further information, please contact Ms. Kathleen Gandara with Public Works Project Management Team at (626) 458-2566.

### **OTHER INSTRUCTIONS**

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, the Department can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 S. Fremont Ave.), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.



Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 S. Ave. Fremont), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de Lunes a Jueves de las 7:00 a.m. a 5:30 p.m.

**By order of the Board of Supervisors of the County of Los Angeles, State of California,  
dated April 18, 2006.**

**Specs. F0003      JOANNE STURGES, ACTING EXECUTIVE OFFICER OF THE  
GOVERNING BODY OF THE CONSOLIDATED FIRE PROTECTION DISTRICT**

April 18, 2006

**ENCLOSURE C**

**PACOIMA GENERAL REFURBISHMENT PROJECT  
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**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Project Needs Assessment *	7/31/03
Project Feasibility *	1/31/04
Project Program *	4/30/04
Design	
Construction Document Submittal *	3/25/05
Jurisdictional Approval*	4/01/05
Construction Bid and Award	6/13/06
Construction	
Substantial Completion	2/15/07
Project Acceptance	4/03/07

**\* Indicates completed activities.**

## II. PROJECT BUDGET SUMMARY

<b>Budget Category</b>	<b>Proposed Project Budget</b>
Land Acquisition	\$ 0
Construction	
(a) Base Construction	\$ 1,240,415
(b) Change Order Fund	\$ 124,041
<b>Subtotal</b>	<b>\$ 1,364,456</b>
Equipment	
(a) Telecommunications	\$ 10,000
(b) Utility Connection Fee	\$ 10,000
<b>Subtotal</b>	<b>\$ 20,000</b>
Design	
(a) Plans and Specifications	\$ 159,369
(b) Construction Administration	\$ 45,000
<b>Subtotal</b>	<b>\$ 204,369</b>
Consultant Services	
(a) Special Inspection	\$ 100,000
(b) Project Management	\$ 95,000
<b>Subtotal</b>	<b>\$ 195,000</b>
Other Expenditures	
(a) Contingency	\$ 81,000
(b) Printing & Legal	\$ 382
<b>Subtotal</b>	<b>\$ 81,382</b>
Jurisdictional Review and Plan Check	\$ 13,346
County Services:	
(a) Affirmative Action	\$ 2,500
(b) Department of Public Works – AED Services	\$ 152,316
<b>Subtotal</b>	<b>\$ 154,816</b>
<b>TOTAL</b>	<b>\$ 2,033,369</b>